

INSTRUCTIONS FOR USING THE PRE ALTERNATE PASSING SCORE INTAKE TOOL

1. Before you use the tool, you may want to reference the PRE Alternate Scores information in the latest "Q&A" document, dated 3/9/15 that was sent out by the MDE on 3/26/15 to the DARTEP e-mail listserv. That document can be most easily found at www.michigan.gov/teachercert, under "Michigan Test for Teacher Certification."
2. Please download and use the Excel sheet titled "PRE Alt Passing Score Intake Tool" from www.michigan.gov/teachercert, under "Michigan Test for Teacher Certification."
3. When you open the tool for the first time, make sure that you are using the one that is valid for use, with the latest month of alternate -1 SEM scores included in its programming. You know you are using a valid form if you see "VALID FOR USE" in green appear in cell H3.
4. Before you get started, review the diagrams below.

The screenshot shows the 'PRE Alt Passing Score Intake Tool' Excel spreadsheet. It includes several instructional callouts:

- Callout 1:** "Select your institution's name from the drop-down after you click on cell D1" (points to cell D1).
- Callout 2:** "Enter in the date you intend to submit to MDE in MM-DD-YY format in cell J2" (points to cell J2).
- Callout 3:** "Let your mouse hover over any cell in Row 6 that you see with a red 'Comment' indicator before you begin" (points to cell M6, which has a red circle around it).
- Callout 4:** "For best results, enter in data for each candidate, working from the left to the right" (points to the candidate data columns).
- Callout 5:** "READ THESE DIRECTIONS IN THE LIGHT GRAY BOX BEFORE ENTERING IN CANDIDATE DATA" (points to a light gray box containing instructions).

The spreadsheet structure includes:

- Row 1:** INSTITUTION NAME: (with a drop-down arrow in cell D1)
- Row 2:** List of Teacher Candidates Claiming Alternative(s) to Pas: Date Submitted: (with a date field in cell J2 showing "Today's Date 04/02/15")
- Row 3:** THIS FORM IS VALID FOR L: #### #### VALID FOR USE
- Row 4:** A large light gray box containing detailed instructions: "DARK GRAY: these will fill in automatically. Only scroll the LEFT Excel pane. For any alternative(s) being claimed for this teacher candidate, fill in the color-coded section under the appropriate column(s) if any option besides 'Pass' is selected for any subtest(s). Refer to 'Explanation of Fields' for more details on what to enter in each field. This form can intake as many as 500 teacher candidates; feel free to DELETE any rows unused at the end of the form if you wish."
- Row 5:** Headers for candidate data: LastName, M, FirstName, Last4S, PRE R, PRE M, PRE V, ISEM?, Rdg -ISI, Rdg -ISEM, Math -ISEM, Math -ISEM, Vtg -ISEM, Vtg -ISEM, IAC, A
- Rows 6-18:** Data entry rows for individual candidates, with columns for various subtests and scores.

